

Office of State Buildings
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 5, 2022

ADDENDUM NO. 1

Your reference is directed to Bid number 107OSB-22-1314-OFC for the Request for Proposal for Parking Management Services for Office of State Buildings, which is currently scheduled to open at 10:00 AM (CT) on April 26, 2022.

The following are the Vendor's Questions received by the deadline date of March 29, 2022 and the State's Responses:

Question 1: Does the State of Louisiana own the Power Sweeper and will it be available to use by the operator? Who schedules and pays for repairs and maintenance?

State's Response 1: The State owns the Power Sweeper and it will be available to the operator/contractor. The Contractor schedules and pay for repairs and maintenance of the Power Sweeper.

Question 2: How often is the sweeping performed at each facility?

State's Response 2: A minimum of monthly. See 1.30.2

Question 3: Does the State of Louisiana own the Power Scrubber and will it be available to use by the operator?

State's Response 3: The Power Scrubber and Power Sweeper are the same and one machine combination. The State owns the Power Scrubber/Sweeper and it will be available to the operator/contractor.

Question 4: In the pre-bid meeting, it was mentioned that the State handles the striping of the facilities but it does not include this in Section 1.6 under Owner Responsibility. Could you please clarify if this expense should be included in the Contactor fees?

State's Response 4: The State is responsible for all cost associated with striping.

Question 5: What form of payments does the "T2 Luke" machines take at the Welcome Center Garage?

State's Response 5: Cash (no change given), credit/debit (except American Express) and pay by cell phone app.

Question 6: How many machines take cash?

State's Response 6: Three (3)

Question 7: Who owns the pay machines?

State's Response 7: State of Louisiana

Question 8: Number of pay machines per location?

State's Response 8: Welcome Center Garage has two (2) pay on foot. LaSalle Garage has one (1) pay in lane machine.

Question 9: What is the revenue by location per month?

State's Response 9: The parking lease agreements are paid directly to the State. The non-leased transactions collected by the Contractor for 2021 were: LaSalle \$38.17 avg. per month, Galvez \$472.35 avg. per month, Welcome Center \$2,050.80 avg. per month.

Question 10: What is the breakdown of revenue by type per location (transient, monthly, validation, etc.)?

State's Response 10: All transient, see answer #9. No cost associated with validations.

Question 11: Average number of "special events" by location per year?

State's Response 11: Average of two (2) to three (3) per year.

Question 12: What is the current "special event/hourly rates" by location?

State's Response 12: \$90/hr. for special events, staff hours worked per event plus flat rate of \$75 per event.

Question 13: Would the state confirm only paper submission will be accepted? Page 10, G. Financial Proposal indicates the possibility of submitting online.

State's Response 13: No online submission; only paper submissions will be accepted.

Question 14: Does the state wish for the proposer to replace the existing parking equipment and include that in their pricing?

State's Response 14: No.

Question 15: Will the state require the operator to accept cash, or are credit-card-only operations acceptable?

State's Response 15: We would like to keep our current payment options in place.

Question 16: Does the State wish to have equipment replaced at all facilities or just certain ones?

State's Response 16: None at this time.

Question 17: Is the State open to gateless operations at the facilities other than Claiborne Garage?

State's Response 17: Not at this time.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: You should acknowledge receipt of this addendum by identifying your business name and signing where indicated. You may return this Acknowledgement with your proposal by mail, by hand delivery or courier to: Office of State Buildings, 1928 N Third Street, OSB Service Center, Baton Rouge, LA 70802. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of the Request for Proposal.

Addendum Acknowledged/No Changes:

For: _____ By: _____